



# ***JOB OPPORTUNITY***



## **DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**

**Bulletin #09-13D**

**CLASSIFICATION:** Associate Management Auditor

**TENURE/TIME BASE:** Permanent/Full Time

**FINAL FILING DATE:** April 30, 2010 or until filled

**SEND APPLICATION TO:** Department of Community Services & Development  
Human Resources  
P.O. Box 1947  
Sacramento, CA 95812-1947

**CONTACT PERSON:** Felicia Young  
(916) 576-5296  
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**LOCATION:** 2389 Gateway Oaks Drive, 1<sup>st</sup> Floor  
Sacramento, CA 95833-4245

All applications (Std. 678) must include a Statement of Qualifications that demonstrates your knowledge, experience, skills, education level and other characteristics that make you a great fit for this position. Please identify Bulletin 09-13D and your appointment eligibility (i.e., list, transfer, etc.) in Box 12 of your application. All applicants must have state civil service eligibility.

The Department of Community Services and Development (CSD) is the State's leading anti-poverty agency, and administers local community service and energy programs to help low-income Californians achieve self-sufficiency and attain a higher quality of life. CSD is a small department seeking highly-skilled professionals who are committed to the mission, to join the team and partner with our local service providers in an effort to reduce and eliminate poverty.

**What Does Working at CSD Offer?** Please apply if you appreciate:

- Meaningful work.
- Highly interactive teamwork and project-based management.
- Opportunities for significant responsibility, creativity and decision-making for self-starters.
- Work environment that emphasizes customer service and accountability to local community based organizations, funding sources and the public.
- Small, friendly headquarters where everyone matters.
- Some travel throughout California.
- *Free parking.*

**What Is this Job?** At CSD, the Associate Management Auditor is a critical, highly visible position that will:

- Serve as a team member to ensure fiscal compliance of over \$160 million in federal grants.
- Audit agencies and contractors to ensure that local assistance and support expenditures are in compliance with the purposes of the grants, and all applicable federal and state laws, regulations, and circulars from the Office of Management and Budget (OMB).
- Serve as a team member to conduct onsite reviews over 100 local nonprofit and government organizations. Review and train and provide technical assistance to verify compliance with federal and state laws and regulations.
- Provide in-house guidance and audit opinions to program managers.
- Develop and deliver training to program staff and local grantees to ensure adequate knowledge of OMB requirements, financial management including internal controls, and the allowability and allocability of costs in budgeting, reimbursement claims and reconciliation.
- Perform complex and sensitive audit functions for the department, reporting directly to the Executive Office.
- Research and draft recommendations, policies and procedures to enable the department to meet its mandate to oversee the proper expenditure of all funds.
- Travel to all areas of California on an as-needed basis.

**Who is CSD Looking For?** The ideal candidate will be a self-starter who has the following desired qualifications, first-hand experience and characteristics:

Experience, Knowledge and Skills:

- **3-4** years of audit experience within the State of California.
- Direct and specific knowledge of the allowability and allocability requirements of OMB Circulars A-133, A-87 and A-122, and the skills necessary to develop and conduct training on fiscal regulations and requirements to staff and grantees.
- Ability to interpret and implement fiscal requirements of federal grants.
- Solid working knowledge of industry best practices for financial management, internal controls.
- Familiarity with financial and governance requirements for local governments nonprofit organizations.
- Strong spreadsheet, databases and workbooks skills. Familiarity with presentation and web applications.
- Exceptionally strong writing and analytical ability.

Characteristics:

- **Customer Service** – Personifies CSD's number one objective, which is to provide clear, correct, courteous, complete, concise and competent services to all internal and external customers.
- **Leadership** – Possesses a natural ability and keen desire to manage projects and mentor and guide staff, as well as internal and external customers. Demonstrates and encourages creativity and proactive problem-solving.

- Credibility and Integrity – Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles. Demonstrates the highest professional and legal ethics.
- Teamwork – Cooperates to achieve the department's mission, vision and goals by leading and actively contributing to intradepartmental project teams.
- Vision – Understands the context and mission of the Department both internal and external. Awareness of the Department's critical issues, and anticipates and influences the future. Has the ability to organize for success.
- Accountability – Makes decisions and remains accountable for those decisions.
- Reliability – Understands the importance of meeting timelines and work priorities.
- Staff Development – To best serve both our internal and external customers, CSD's management team reflects, understands and is sensitive to the diversity of the people we serve.

## **JOB DESCRIPTION: SUMMARY OF RESPONSIBILITIES**

Under the general direction of the Staff Management Auditor, this position has responsibility for ensuring that federal and state funds administered by the Department of Community Services and Development are expended in compliance with all applicable Federal and State laws and regulations, Office of Management and Budget (OMB) Circulars, and Government Accounting Principals. The incumbent performs audit assignments to assure that funds disbursed to local non-profit and government agencies are used only for those purposes specified in the supporting grants and contracts. This position also is responsible for developing and delivering regular training and technical assistance both to local grantees and to program staff within the department, to ensure adequate knowledge of the fiscal requirements and other financial best practices.

## **SELECTION CRITERIA**

Persons currently appointed to a permanent, full-time Associate Management Auditor or persons with list eligibility or eligibility for lateral transfer may apply. Please clearly state your eligibility for appointment (i.e., list eligibility, lateral transfer, reinstatement, etc.) in Section 12 of the application (STD. 678). If you have list eligibility, please attach a copy of your notice of examination results. Applications will be screened, and only the most qualified will be contacted for an interview.

All appointments will be made in accordance with The Governor's Executive Order S-09-08, Department of Finance freeze exemption policies, and the State Personnel Board/Department of Personnel Administration's laws, rules, regulations, and policies.

The Department of Community Services and Development is an equal opportunity employer open to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the state, the rules governing civil service and the special trust placed in public servants.